

California Energy Commission



CLASSIFICATION: Research Program Specialist II (Demography)

TENURE: 18-month Limited Term *(May become permanent)*

TIME BASE: Full Time

SALARY: \$5,415 - \$6,778

LOCATION: Energy Assessments Division, Demand Analysis Office
Sacramento

FINAL FILING DATE: UNTIL FILLED

JOB DESCRIPTION: **Position may become permanent** The Energy Assessments Division (EAD) consists of a multi-disciplinary staff of economists, engineers, scientists, and programmers, responsible for developing methodologies, models, and data for analyzing energy supply and demand.

The Energy Commission's Demand Analysis Office (DAO) seeks staff for a new unit dedicated to the development of ongoing statewide energy data collection. Professionals with a passion for energy data, data analytics, and research and who are motivated to collaborate, develop, and improve a new process should apply. Come develop a collaborative group of analytical professionals focused on supporting the development of energy policy for the next decade and who are dedicated to improving the Energy Commissions understanding of statewide energy consumption. If you enjoy working with data, exploring new analytical methods, have excellent organizational skills, and enjoy working collaboratively on important energy topics, we encourage you to apply.

The Research Program Specialist II (Demography) is under the general supervision of the Energy Commission Supervisor II (FO). This position requires a high level of knowledge, motivation, skill, and ability that is above the journey level. Under the guidance of the data collection project manager, the incumbent designs survey instruments and plans, develops demographic and economic data analysis methodology, monitors survey implementation to ensure demographic representativeness, manages contracts, and responds to data requests from Energy Commission staff and external entities.

DUTIES/RESPONSIBILITIES include but are not limited to:

- Independently conducts assessments of demographic patterns, evaluates the scope and design of survey instruments and research plans in characterizing residential energy consumption, oversees the development of residential focused survey methodologies, and prepares comparisons with other surveys including census and Department of Finance data to ensure survey representation. Plans and designs new data collection procedures and ensures the data is collected in the most efficient manner possible, leveraging technologies and evaluating new methodologies and collaborative opportunities for data collection.
- Collaborates with other data collection staff on data governance activities including determining the source of data issues and design specific corrective actions to improve data quality and characteristics. Monitors corrective actions and ensures the implementation results

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in data quality improvements. Assists data governance activities including: designing metrics, identifying, tracking, and prioritization of data quality issues. Reviews and confirms the accuracy of the input data used for forecasting. Assist in the identification and evaluation of new data sources, data collection methods, and identifies other strategies to improve data quality. Manages or assists in managing contracts related to residential sector studies.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Excellent interpersonal, collaborative, and leadership skills.
- Successfully work within a larger team environment.
- Ability to communicate complicated information in a simple, consumer friendly manner.
- Ability to effectively write and edit technical program information.

WHO MAY APPLY: Eligible candidates who are current state employees with status in the above classification, lateral transfers from an equivalent class who meet the minimum qualifications of this classification, former state employees who can reinstate into this class or persons who are reachable on a current employment list for this classification. Appointment is subject to the provisions of the SROA process: SROA/SURPLUS/ REEMPLOYMENT candidates are encouraged to apply and must attach a copy of their status letter in order to be considered. Applications will be screened and the most qualified may be contacted for an interview.

Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature, to the contact/address listed below. Electronic applications will not be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #820-298 and Position #820-5771-001 in the "Explanation Section" of the STD. 678.**

Please Note: Possession of the minimum qualifications will be verified prior to the interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.

SUBMIT APPLICATIONS TO:

Personnel Services Office
Attn: RPA 820-298
1516 9th Street, MS-3
Sacramento, CA 95814

View full Duty Statement:
<http://www.energy.ca.gov/careers/jobs.html>

For additional questions regarding this recruitment, you may contact (916) 654-4309 or email personnelservices@energy.ca.gov.

California Relay (Telephone) Service – TDD Phones: 1-800-735-2929 and Voice Phones: 1-800-735-2922